



# Public Works Department

## MEMORANDUM

**DATE:** July 29, 2002

**TO:** Distribution List

**FROM:** Steve Varela, P.E., Director of Public Works

**SUBJECT:** **City of Reno Environmental Services Division and ReTRAC Project Request for Bid Proposals for Contract Laboratory Analysis**

The City of Reno ("City") Environmental Services Division and the ReTRAC Project's Environmental Management Consultant (MADCON Consultation Services ["MADCON"]) are requesting bid proposals for contract laboratory services for the next four (4) years (priced in two 2-year periods). These services may require analysis including, but not limited to:

Arsenic	Selenium	Fluoride
Barium	Silver	Herbicides
Boron	Zinc	Pesticides/PCBs
Cadmium	RCRA 8 Metals	PCBs
Chromium	SVOCs	FOG (Fats, Oil and Grease)
Copper	VOCs	TPH extractable
Iron	Cyanide (Total)	TPH purgable
Lead	Alkalinity	TPH total
Manganese	TDS (Total Dissolved Solids)	TCLP 8 Metals
Mercury	TSS (Total Suspended Solids)	TCLP Arsenic
Nickel	Chloride	

The selected lab shall utilize approved test procedures as set forth in 40 CFR part 136. Detection limits shall be at a low enough level to allow results to be defensible, accurate and consistent. All preparation and/or digestion charges should be included in the per sample fees. The proposal shall include a complete QA/QC program that the lab follows to insure accurate and defensible results. The selected lab will need to demonstrate participation in the State of Nevada's Laboratory Certification Program. Any analysis required by the City/MADCON that the selected lab is required to perform, but is not currently certified for, will need to be contracted to a certified lab. Any additional costs for this service over the bid price shall be the responsibility of the responding laboratory ("Contract Lab"). The Contract Lab will be required to provide all necessary sample bottles, preservatives, and labels to the City/MADCON upon request for such supplies; however, the City/MADCON will usually provide the Contract Lab one working day notice of the need of such supplies. All laboratory results shall be reported to the City/MADCON in writing (fax) within ten (10) days of receipt of the sample and electronic data deliverables (EDDs) within five (5) days of completion of the analysis unless exceptions are

requested and granted in writing. Failure to report results within five (5) days will result in a ten percent (10%) per day reduction in the contract price for late sample results. The Contract Lab will be required to hold all samples for six (6) months unless the City/MADCON authorizes discarding a sample. The selected lab will be required to hold a split of all samples that will be made available to a discharger's lab when an appropriate release is submitted. All samples become the property of the Contract Lab after holding time expires and all costs of disposal are the burden of the Contract Lab. Upon request, the Contract Lab shall provide evidence of proper disposal methods. The Contract Lab shall have a local office in the Truckee Meadows for receiving and holding samples. This office shall have personnel available during normal working hours.

## **Sampling Procedures**

The following is a synopsis of how the sample collection usually proceeds; however, there may be slight modifications to the program should specific needs arise.

1. The City/MADCON staff will contact the Contract Lab prior to collecting samples to make arrangements for proper sample containers. These containers should be large enough to accommodate the Contract Lab's sample aliquot and a split or reserve aliquot. The Contract Lab will inform the City/MADCON as to the number of sample containers per analysis required to fulfill the sample, split, and and/or reserve requirements.
2. After the City/MADCON collects the samples, the full sample bottles will be returned to the Contract Lab with all necessary paperwork and the chain of custody forms.
3. The Contract Lab will then split the sample or remove enough to meet the Contract Lab's analytical requirements. The remainder of the sample or the split sample will be held at the Contract Lab and made available to a lab designated by the discharger. The split sample will be held for a period of sixty (60) days and may be discarded if the discharger's lab has not made arrangements to secure the split sample. The Contract Lab will not be responsible for getting the sample to any other lab or any fees associated with the discharger's lab.
4. The Contract Lab shall only release the split sample to the discharger's lab with written authorization from the City/MADCON. Such authorization shall be signed by the Environmental Control Section Supervisor or an Environmental Control Officer on an approved release form.
5. If the City/MADCON's portion of the sample indicates a violation of local standards, then the Contract Lab will be requested to reanalyze the constituents in violation to confirm the violations. The discharger will also be notified that a violation may have occurred so they have adequate time to secure their portion of the split within the sixty (60) day timeframe. If a violation has occurred, the City/MADCON may request that the Contract Lab hold the split sample over the sixty (60) day limit.
6. All analytical results shall be forwarded to the City/MADCON within five (5) days of receipt of the sample or the ten percent (10%) per day penalty will be charged.

The City's Environmental Services Division anticipates between 12 and 15 samples every other month and each sample will normally be tested for 6 to 9 parameters and will be billed to the City of Reno. MADCON anticipates approximately 2,400 analyses over the 4-year period July 1, 2002 to June 30, 2006, and will be billed to MADCON Consultation Services directly.

Other samples are routinely collected and will be analyzed by the Contract Lab as needed.

## **Request for Bid Proposals**

Each responding Contract Lab shall prepare one (1) original, unbound bid proposal and one (1) bound copy with the following information:

- Signed Cover Letter
- Completed Bid Proposal Sheet
- QA/QC Program/Plan
- Demonstration of participation in the State of Nevada's Laboratory Certification Program

All bid proposals shall be signed by an appropriate officer of the responding Contract Lab acknowledging acceptance of all terms and conditions listed in this RFP.

All bid proposals shall be delivered to the City of Reno Environmental Services Division Offices on or before 3:00 p.m. on Monday, August 12, 2002:

City of Reno  
Environmental Services Division/ReTRAC  
ATTN: Lab Bid Proposals  
190 East Liberty Street, Ste 2  
P. O. Box 1900  
Reno, NV 89505

Please note: No facsimile or e-mail bid proposals will be accepted. Bid proposals received after 3:00 p.m. on August 12, 2002, shall not be accepted regardless of reason.

### **Selection Process**

The City of Reno and solely the City of Reno shall select the lowest responsive Contract Lab based on a pre-determined weighted bid proposal price formula calculated from the written bid proposal sheet.

### **Contract and Notice-to-proceed**

Upon selection of a Contract Lab, the City of Reno and MADCON will issue two contracts to be negotiated separately, based upon the Contract Lab's single bid proposal sheet. The City of Reno and MADCON reserve the right should they be unable to negotiate contracts with the selected Contract Lab to then begin negotiations with the next lowest Contract Lab based on a pre-determined weighted bid proposal price formula calculated from the written bid proposal sheet.

## BID PROPOSAL SHEET

For \_\_\_\_\_  
**City of Reno Environmental Services Division and ReTRAC Project**  
**Request for Bid Proposals for Contract Laboratory Analysis**

Analyses	Method	Detection Limit	Price July 1, 2002 to June 30, 2004	Price July 1, 2004 to June 30, 2006
Arsenic	SM 3120B			
Arsenic	EPA 200.8			
Barium				
Boron				
Cadmium				
Chromium				
Copper				
Iron				
Lead	EPA 200.8			
Manganese				
Mercury	EPA 245.5			
Nickel				
Selenium				
Silver				
Zinc				
RCRA 8 Metals	EPA 200.8 (Hg EPA 245.5)			
SVOCs	EPA 8270C			
VOCs	EPA 8260B			
Cyanide (Total)				
Alkalinity				
TDS (Total Dissolved Solids)				
TSS (Total Suspended Solids)				
Chloride				
Fluoride				
Herbicides	EPA 8151			
Pesticides/PCBs	EPA 8081/8082			
PCBs	EPA 8082			
FOG (Fats, Oil and Grease)				
TPH extractable	EPA 8015 modified			
TPH purgable	EPA 8015 modified			
TPH total	EPA 8015 modified			
TCLP 8 Metals	TCLP			
TCLP Arsenic	TCLP (SW-846 1311/6010)			

Percent Surcharge Increase to above Prices for Expedited Turn-around Time (24-hours)	%
Percent Surcharge Increase to above Prices for Expedited Turn-around Time (48-hours)	%

Please note that a detection limit and price must be provided for each analysis listed above for proposal to be considered responsive.